

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0270***

**FLSA: Exempt**

**CLASSIFICATION TITLE: DIRECTOR, PERSONNEL**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to direct the overall operations of the personnel department for the City of Chattanooga. Duties and responsibilities include, but are not limited to: directing the overall recruitment and certification for hiring and promotion; developing test tools and examinations; conducting classification and compensation analysis; administering pension and leave benefits; managing record retention practices; and performing other duties as required.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Directs the overall selection, recruitment, and promotion programs for the City's personnel system; ensures compliance with federal, state and local laws, regulations and/or standards; establishes selection procedures for staff and supervisors; develops and directs alternate selection procedures; oversees examination procedures and results; certifies eligible individuals for hire and/or promotion; supervises test development; monitors test validation and recruitment efforts; resolves applicant appeals; monitors employee turnover rate and potential reasons for turnover.

Manages the City's centralized personnel records program; determines record management and archival procedures; directs the processing of applicant data; releases annual report and related management summary reports; selects appropriate computer software for record retention.

Performs a variety of administrative work as required; represents the City in court and discrimination hearings; drafts policies, ordinances and resolutions; prepares special projects and makes recommendations to the Mayor, and/or City Council; drafts various correspondence, letters, memoranda, and other reports and documents as required.

Reports pension data to actuary when required; directs the collection, recording and annual distribution of employee pension history registers; serves as record keeper to the pension Board of Trustees; completes pension benefit applications; recommends changes to pension plan design.

Plans and directs employee improvement or training programs; determines annual City training curriculum; develops and maintains employee orientation program.

Serves as liaison between personnel department and other departments or the Pension Board; confers with officials, attorneys, and citizens as needed; provides technical assistance to staff, supervisors, department heads, attorneys and other individuals; meets with employee groups, attorneys and supervisors to resolve grievances; serves on various committees; responds to media inquiries; contracts with outside consultants and/or vendors for a variety of services.

Attends meetings, training seminars and workshops to keep apprised of changes in legislation and current trends within the industry; subscribes to and reads journals, manuals, reports and other documents and summarizes into written and/or oral reports; participates in professional organizations when required.

Supervises and/or investigates all sexual harassment complaints with the local government; interviews involved parties; applies all related laws and regulations; ensures compliance with all federal, state, and local rules, ordinances and laws; maintains confidentiality of all evidence and information.

Directs the City's job analysis, job evaluation and pay administration programs; approves changes in existing positions, policies and procedures according to analysis.

Prepares and manages the departmental budget; approves all departmental purchases and expenditures; ensures compliance with budgetary guidelines; makes recommendations for changes as required.

Establishes post employment physical examination components; reviews extraordinary results.

Lobbies at the state and national level as needed.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration or public administration with concentration in personnel administration, or closely related field; supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible management in personnel administration, preferably in the public sector; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.